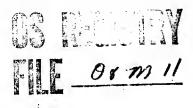
## Approved For Release 2002/01/08: CIA-RDP83B00823R000900070014-4



MEMORANDUM TO: DDA Records Management Officer

SUBJECT : Proposed Draft of Word Processing

Handbook

The Prosposed Draft of the Word Processing Handbook has been reviewed by the Office of Security/Records Management Officer. There are no suggested changes. In the matter of comments, the book is particularly well done and clearly sets purpose and means for use of word processing equipments.

In a final form, the Office of Security would distribute to its components, especially those heavily involved in dictation, typing, editing, etc., to initiate and encourage greater consideration of systemized word processing techniques.

STATINTL

Office of Security

Office of Security
Records Management Officer
Policy and Plans Group